

SECRET

DD/A Registry

File 04M-1

75 files

19 February 1975

MEMORANDUM FOR: Mr. Blake via Mr. McMahon

SUBJECT : Proposed Newsletter and Support Bulletin

1. On 24 January 1975, the Agency's Management Advisory Group (MAG) recommended the publication of a newsletter on a bi-monthly basis, as well as the issuance of a support bulletin on employee benefits. Although this item is not yet on a firm agenda, it will likely be discussed by the Management Committee on Monday, 24 February 1975.

2. By way of background, you may recall attempting in July 1974, to generate interest in an Agency newsletter, and the response from other Directorates was very lukewarm. There were the following comments:

a. Mr. Paul Walsh voted "no" after pointing out that there is no warm support in the DD/I, and some downright hostility. He also pointed out that resources are scarce, a bias exists against the proliferation of Agency publications, and security controls would present problems.

b. Dr. Sayre Stevens took the position that DD/S&T contributions would be "extremely limited, if not nonexistent", and he also referred to classification problems.

c. Mr. Dave Blee did not support the idea, did not plan to submit any items, and requested the opportunity to review submissions from other Directorates.

3. In surveying DD/A Offices concerning the current MAG proposal, there were the following comments:

a. Office of Personnel

It was agreed that a newsletter would be a useful communications mechanism, but it was questioned whether the Agency can afford such

MORI/CDF Pages 9,10,14 thru 18

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a newsletter at this time--with money and manpower restraints, workloads, FOIA, etc. It was also pointed out that the 1967 support bulletin is being rewritten and should be released for review in the near future.

b. Office of Communications

The Office of Communications publishes a newsletter for OC employees; there is no need within OC for an Agency newsletter, but an updated support bulletin is desirable.

c. Office of Finance

The Office of Finance furnished a detailed report, supporting in principle, selected facets for an Agency newsletter. The Director of Finance hedged on this "by serious reservations about the manpower requirements to develop and support the effort in relation to the potential benefits" to employees.

d. Office of Joint Computer Support

Director, OJCS supports an Agency newsletter and states that it would help Agency morale. He also feels the support bulletin should be updated.

e. Office of Logistics

The Office of Logistics furnished a detailed report supporting an Agency newsletter--with the editorial function being in Mr. Angus Thuermer's Office, and several individuals devoting full-time to the program.

f. Office of Medical Services

The Director of Medical Services finds some difficulty mustering enthusiasm for an Agency newsletter, and suggests it might wind-up being a DD/A item.

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g. Office of Training

The Office of Training supports the newsletter idea, in spite of earlier security problems. It is stated, however, that there should be a full-time editor, and OTR would be unable to accept any heavy commitment of employee time in staffing or supporting such a newsletter.

h. Office of Security

No report received as of 19 February 1975.

*Received
24 Feb '75*

4. I recommend:

a. Punt on the Agency newsletter--poor timing, lack of manpower, but "nice to have" category.

b. Accept responsibility for the Office of Personnel in updating the 1967 support bulletin in the "near future". The Office of Personnel suggests a target date of 10 April 1975.

LJD

Atts: DD/A 75-0805; 0754; 0765; 0755; 0766; 0767; & 75-0785 w/background
(DD/A 75-0560)

MCA-119

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

MAG Proposal for Newsletter and Support Bulletin

FROM:

Director of Personnel
5E 58, Headquarters

EXTENSION

NO.

DD/A 75-0805

DATE

18 FEB 1975

STAT

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. Deputy Director for
Administration
7D 26, Headquarters

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Jack:

I have reviewed the attached material concerning a proposed newsletter and the reissuance of the Office of Personnel Support Bulletin and offer the following comments.


We agree that a newsletter, as proposed by MAG, would be a useful communications mechanism. At the same time, however, we cannot overlook the massive effort involved, especially if the newsletter is to be as comprehensive as MAG proposes. With money and manpower restraints, current workload, and the anticipated work in handling requests under the Freedom of Information Act, we question whether the Agency or the DD/A can afford such a newsletter at this time, particularly on a bi-monthly basis. We note also that the newsletter would probably duplicate, in certain cases, methods currently used to inform employees.

Nonetheless, if the proposed newsletter is approved, this Office can supply appropriate articles or information.

Concerning MAG's suggestion that the Support Bulletin on Employee Benefits, last issued in January 1967, be updated; we began a revision some time ago but had to delay its release because of changes in the Federal Employees' Compensation Act and in the

(OVER)

Agency's mandatory retirement policy.
The rewrite is nearing completion
and will be released for review and
coordination in the near future.


F. W. M. Janney
Director of Personnel

STAT

DD/A 75-0755

OJCS 249-75

13 FEB 1975

MEMORANDUM FOR: Executive Officer, DDA

SUBJECT : Proposed Newsletter and Support
Bulletin

REFERENCE : DDA Note dtd 5 Feb. 75, same Subject
(DDA 75-0560)

1. The idea of an Agency newsletter is good; the reasons cited by the MAG for such a newsletter are all pertinent. Another reason, not mentioned in the MAG memo, involves Agency morale. By aiding communication between Agency management and employees, morale will be improved. In addition, the newsletter can serve as a mechanism to bring the Director's views on critical issues to Agency employees.

2. One of the items mentioned in the MAG memo might not be appropriate for a bimonthly publication--vacancy notices (which may be filled by the time the newsletter goes to press).

3. The Support Bulletin of January 1967 should be updated now, and perhaps every year or two, given the current economy.



HARRY E. FITZWATER

Director of Joint Computer Support

Distribution:

- 0 + 1 - adse
- 1 - OJCS Registry
- 2 - O/D/OJCS

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ADMINISTRATIVE
INTERNAL USE ONLY

OC-M-75-096
13 February 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Proposed Newsletter and Support Bulletin

REFERENCE : Memo to DCI from MAG, dated 24 January 1975,
Subject: Internal Communications: Proposed
Newsletter and Support Bulletin

1. As you are aware, OC publishes a Newsletter for OC employees. Items contained are selected to represent the subjects considered most significant and of broadest interest to our employees.

2. Other Agency publications such as the Agency Employee Bulletins and Notices that are published complement our Newsletter. Of particular value and interest have been the series of DCI notices containing abstracts of his speeches and information regarding external factors affecting the Agency.

3. Our feeling is that, given the above, there is no need within OC for an Agency Newsletter. We do agree that an updated Support Bulletin is desirable.

Jack J. Keith
Director of Communications

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14 FEB 1975

MEMORANDUM FOR: Executive Officer, DD/A

SUBJECT : Proposed Newsletter and Support Bulletin

REFERENCE : Memorandum from the Management Advisory Group to the DCI, dated 24 January 1975

I have some difficulty in mustering sufficient enthusiasm for an Agency newsletter. It seems to me that any such publication would wind up being a DD/A item. We might try the Support Bulletin again but there were many reasons why it did not succeed previously.

~~SECRET~~
JOHN R. TIETJEN, M. D.

JOHN R. TIETJEN, M. D.
Director of Medical Services

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13 FEB 1975

MEMORANDUM FOR: Executive Officer to the Deputy Director
for Administration

SUBJECT : Comments on MAG Proposal for Newsletter

REFERENCE : Memo for DCI fm MAG dtd 24 Jan 75, Subj:
Internal Communications: Proposed
Newsletter and Support Bulletin

1. I believe there is some merit in the attached Management Advisory Group memorandum of 24 January 1975. Many of the suggested topics in the MAG proposal for a newsletter would be of considerable interest to employees. Unfortunately, I don't believe the information which is posted on the bulletin boards is reaching a large proportion of employees. This is especially true in the buildings other than Headquarters. I do feel, however, that a support bulletin in addition to a newsletter is not needed. Rather, the information on support matters and any newsletter topics could be combined in one publication.

2. I don't believe all of the topics suggested by the MAG for the newsletter can reasonably be presented in such a publication. Specific topics identified in paragraph 3 of MAG's memorandum are commented on below:

a. through e. - These topics would be of general interest to most Agency employees and could be included in an Agency-wide publication.

f. - This would be very difficult to put in an Agency-wide publication and should be relayed at Office staff meetings.

g. - Perhaps statistics on EEO developments would be informative; however, biographies should not be included.

h. - The Agency Training Manual could be broadened to include the information suggested.

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SUBJECT: Comments on MAG Proposal for Newsletter

i. - I don't believe this would offer any particular advantage, would be hard to keep track of, and may not be acceptable to many retirees.

j. - This might be especially interesting to younger and junior employees.

k. - Doubt whether this would have any real meaning to employees considering the types of positions and short terms of employment of summer employees.

l. - At this time in history this topic probably would be of considerable interest to employees.

m. - Believe enough information has been disseminated on Management by Objective, the Personnel Development Plan, and the Annual Personnel Plan.

n. - The sensitivity of this type of information should preclude it from Agency-wide publication.

o. - This type of information would be of interest to employees in preparing themselves for future career progression.

p. - There is adequate dissemination now of vacancy notices and an Agency-wide publication published bimonthly would not be sufficiently current to be used as a vehicle for obtaining candidates for a particular position.

3. My support, in principle, for selective facets of the MAG proposal for a newsletter is hedged by serious reservations about the manpower requirements to develop and support the effort in relation to the potential benefits of the publication to employees. Publication on the scale contemplated by MAG would appear to require the diversion of a significant amount of manpower for direct staffing of the effort as well as indirectly throughout the Agency to author proposed contributions for the newsletter.

Thomas B. Yale
Director of Finance

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Attachment

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ADMINISTRATIVE - INTERNAL USE ONLY

DIR-1230

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : MAG Newsletter Proposal
REFERENCE : Management Advisory Group memorandum dtd
24 January 1975, Subj.: Agency Newsletter

The Office of Training supports the MAG proposal to establish a newsletter for Agency employees. We note the many previous attempts to start such a newsletter with the attending frustration because of security problems. However, we think the idea of a newsletter is a good one if it is pursued seriously with a full-time editor. It would undoubtedly aid Agency morale and serve as an additional, less formal means of communication within the Agency. OTR could contribute occasional articles and provide routine training information. OTR would be unable, however, to accept any heavy commitment of employee time in staffing or supporting such a newsletter.

Alfonso Rodriguez
Director of Training

ADMINISTRATIVE - INTERNAL USE ONLY

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Director of Personnel				
2	Room 5E-56 Headquarters				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: The attached Management Advisory Group memorandum of 24 January 1975, will be considered at some future meeting of the CIA Management Committee. We would appreciate receiving your brief comments concerning the basic proposal--and your reaction to specific topics for inclusion in the newsletter.					
<div style="border: 1px solid black; width: 80px; height: 20px; margin: 0 auto;"></div>					
Att: DD/A 75-0560 cc: Each DD/A Office Director					
SUSPENSE: <u>14 February 1975</u>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
Executive Officer, DD/A 					5 Feb 75
UNCLASSIFIED		CONFIDENTIAL		SECRET	

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75-0805/OP

UNCLASSIFIED	CONFIDENTIAL	SECRET
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EXECUTIVE SECRETARIAT
Routing Slip

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI	X			
3	S/MC	X			
4	DDS&T	X			
5	DDI	X			
6	DDA	X			
7	DDO	X			
8	D/DCI/IC				
9	D/DCI/NIO				
10	GC	X			
11	LC				
12	IG	X			
13	Compt	X			
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
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SUSPENSE _____ Date _____

Remarks:

The Director thinks the attached makes a number of good points and suggests that it be discussed at a Management Committee meeting.

MCA - 119

Executive Secretary

3 February 1975

Date

3637 (1-75)

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10-7571
DD/A 75-0560

PERS 75-329
24 January 1975

MEMORANDUM FOR: DCI

SUBJECT : Internal Communications: Proposed Newsletter and Support Bulletin

1. Over the years various MAG's and management have discussed the advisability of issuing a regular newsletter to all employees. To date, this idea had been rejected by either MAG or management.

2. The current MAG believes that a newsletter would be useful and would like you to take a fresh look at this subject. MAG believes that a newsletter is necessary for the following reasons:

a. Many employees in the Agency, especially in support/service positions, need to be reassured that they are contributing, in one way or another, to the important work of the Agency. Rarely seeing the results of their labors, they need to have some feedback from consumers, both internal and external. We see the newsletter as an excellent forum for occasional feedback from consumers; FBIS, for example, in its newsletter lets its employees know when the State Department makes a point of citing its product.

b. Many items on your bulletin board are of significant interest and deserve wider distribution. We are thinking particularly of the letter the President sent to you last fall which set out our obligations in the intelligence field.

c. As is obvious from our observations and some response to the MAG publicity campaign, there is a good deal of confusion about many administrative matters. Because some offices do not hold regular staff meetings, some offices regularly exclude non-professionals from same, and administrative "facts" get garbled before they reach employees, it would be useful to have all administrative policies spelled out in print, along with the appropriate number to call should an employee have questions.

3. Regarding topics for inclusion in the newsletter, we suggest the following:

a. Summaries of DCI speeches. This would include speeches to groups outside the Agency as well as those made periodically to employees in the auditorium.

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- b. ~~Routine administrative matters.~~
 - c. Organizational changes, such as the merging or abolition of offices/ functions. This should include the reasons behind the change, not just an announcement that a change has been made.
 - d. Announcement of significant awards by the Honor and Merit Awards Board, including when security permits, the reasons for the award.
 - e. Announcement of awards by the Suggestions Awards Committee, including when feasible, follow-up studies on the utility of a particular suggestion.
 - f. Feedback from consumers, when security conditions permit.
 - g. EEO developments, perhaps including biographies of minority employees who have achieved certain levels.
 - h. Training opportunities, particularly in external institutions. Also, employees should be informed of necessary qualifications and nominating procedures.
 - i. Articles on retirees who found satisfactory outside employment in a second career.
 - j. Description of MAG activities, both the DCI MAG and the directorate MAG's.
 - k. Reaction of summer employees and interns to CIA employment.
 - l. Legislation which affects the Agency, especially the proposed amendment to the National Security Act of 1947.
 - m. Management. Explanation of trends or new concepts in Agency management such as Management by Objective, the Personnel Development Program and the Annual Personnel Plan.
 - n. Current interest articles, such as what the Agency is doing in particular areas, such as international terrorism and economic intelligence.
 - o. Future trends, including what changes management anticipates in the Agency and insight into what skills will be needed by the intelligence community in the future.
 - p. Vacancy notices.
4. A newsletter would also provide a forum for feedback from employees to management. (This is a subject raised by an employee in response to MAG's publicity campaign). Also, employee comments could be

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solicited on topics of priority interest, such as economy measures. There could be a letter to the editor column and the newsletter could run an occasional attitude survey if the DDO finds that the one it recently conducted is being helpful to management.

5. We are aware of the possibility that the contents of a newsletter, if surfaced in the press, might be used to embarrass the Agency. However, we think that this is a risk worth taking. We are also aware that security considerations will preclude many items, especially DDO events, from being included. However, we think that DDO employees, both here and in the field, are interested in what is going on in the rest of the Agency and would be avid readers of the newsletter whether or not it included DDO activities.

6. We suggest that the newsletter be issued on a bi-monthly basis.

7. In addition to the newsletter, we suggest that the Support Bulletin on employee benefits, which was last issued in January 1967, be updated and published. Inflation, and other developments, have made the facts and figures in the bulletin very much out of date and there is definitely a need for this type of publication at this time.

Management Advisory Group